

# Mass Withdrawal 2012-2013

A guide to the Mass Withdrawal Process

# Purpose of the Mass Withdrawal Report

*The Mass Withdrawal Report serves two purposes:*

1. To withdraw all migrant students from the migrant education program at the end of each school year.
  - a) Federal regulation states that a migrant child is eligible for three years (36 months) from the student's most recent qualifying arrival date, as documented on the COE. *However, annual verification of eligibility in the Migrant Education Program is a requirement of the State of Alaska for participation in the Migrant Education Program; this requirement is included in the State's quality control plan, as approved by the United States Department of Education. The Alaska Migrant Education Program withdraws all migrant students at the end of each school year; therefore, migrant eligibility must be reestablished at the start of or prior to the next school year.*
  - b) Reestablishing eligibility for your district's migrant students at the start of each school year determines your migrant count for the reporting year. This will affect your migrant allocation.
2. To provide the MEO a list of services each district provided to their eligible migrant students during the school year. Services need to be recorded for each student individually.

# Changes

SP code A (**updated**) – **Literacy Support:** Book(s) provided through the migrant book program or other sources **AND** participation in related literacy instruction/events/activities led by a certified teacher.

SP code R (**updated**) - **High School Credit Accrual:** Instruction in courses that accrue credits needed for high school graduation provided by a **certified teacher** for students on a regular or systematic basis, usually for a predetermined period of time, such as credit recovery through distance learning or night classes. ***\*Please also provide an SP code for the corresponding content area in which the service was provided for the students you report receiving High School Credit Accrual.***

SP code K (**new**) - **Targeted Instructional Service in a Schoolwide program where Migrant Education (Title I-C) funds were consolidated:** Instructional service must be directly funded with Migrant Education Program funds and targeted to identified MEP students only. These services must be in addition to instructional support migrant students receive as part of the schoolwide plan. Services provided with schoolwide consolidated funds cannot be reported.

# Important Information

- Similar to last year, no work in MIS2000 is required. You will be provided a spreadsheet to fill out. Once the spreadsheet is complete, e-mail it to: Kristine Gaffaney, [kristine.gaffaney@alaska.gov](mailto:kristine.gaffaney@alaska.gov).
- The Mass Withdrawal Report is due June 15, 2013.

# What are Supplemental Services (SPs)

*What are services?*

- \* Services are a subset of all allowable activities that the MEP can provide through its programs and projects. “Services” are those *educational or educationally related activities* that: (1) directly benefit a migrant child; (2) address a need of a migrant child consistent with the SEA’s comprehensive needs assessment and service delivery plan; (3) are grounded in scientifically based research or, in the case of support services, are a generally accepted practice; and (4) are designed to enable the program to meet its measurable outcomes and contribute to the achievement of the State’s performance targets.
- \* Services are categorized as instructional services, support services, or referred services. Instructional and support services must be provided by migrant funds. Referred services are not provided with migrant funds.

# Activities *NOT* Considered a Service

- \* Activities related to identification and recruitment activities, parental involvement, program evaluation, professional development, or administration of the program are examples of allowable activities that are not considered services. Other examples of an allowable activity that would not be considered a service would be the one-time act of providing instructional packets to a child or family, providing books to migrant students or families without accompanying literacy instructional services, and handing out leaflets to migrant families on available reading programs as part of an effort to increase the reading skills of migrant children. Although these are allowable activities, they are not services because they do not meet all of the criteria above. \*\*These activities would not fall under an SP code and would not be recorded on your district's Mass Withdrawal.

# Instructional Services

*What are instructional services?*

- \* Students who received any type of Migrant Education Program funded instructional service during the regular school year or during the summer either by a certified teacher or a paraprofessional.
- \* Instructional Services include the following SP codes:  
A, B, C, D, E, F, G, H, R , S, T, U, V, K

# Instructional Services SP Codes

- A – Literacy Support:** Book(s) provided through the migrant book program or other sources **AND** participation in related literacy instruction/events/activities led by a certified teacher.
- B – Reading by Teacher:** Reading instruction provided by a certified teacher.
- C – Reading by Paraprofessional:** Reading instructional support provided by a paraprofessional.
- D – Math by Teacher:** Math instruction provided by a certified teacher.
- E – Math by Paraprofessional:** Math instructional support provided by a paraprofessional.
- F – Language Arts by Teacher:** Language Arts instruction provided by certified teacher.



# Instructional Services SP con't.

**G – Language Arts by Paraprofessional:** Language Arts instructional support provided by a paraprofessional.

**H – Science:** Science instructional support provided by a certified teacher or a paraprofessional.

**R – High School Credit Accrual:** Instruction in courses that accrue credits needed for high school graduation provided by a certified teacher for students on a regular or systematic basis, usually for a predetermined period of time, such as credit recovery through distance learning or night classes. ***\*\*Please also provide an SP code for the corresponding content area in which the service was provided for the students you report receiving High School Credit Accrual.***

**S – Social Studies:** Social Studies instructional support provided by a certified teacher or a paraprofessional.

# Instructional Services SP con't.

**T – Other Academic Content or Study Skills Support:** Study skills, instructional support in other academic content areas such as art and music.

**U – Career and Technical Education:** Migrant funded instructional support in career and technical education.

**V – Preschool:** Eligible migrant children attending a Preschool funded by migrant education.

**K – Targeted Instructional Service in a Schoolwide program where Migrant Education (Title I-C) funds were consolidated:** Instructional service must be directly funded with Migrant Education Program funds and targeted to identified MEP students only. These services must be in addition to instructional support migrant students receive as part of the schoolwide plan. Services provided with schoolwide consolidated funds cannot be reported.

# Support Services

*What are support services?*

- \* These MEP-funded services include, but are not limited to, health, nutrition, counseling, and social services for migrant families; necessary educational supplies, and transportation. ***\*\*The one-time act of providing instructional or informational packets to a child or family does not constitute a support service.***
- \* Support Services include the following SP codes: W & X

# Support Services SP Codes

- \* **W – Counseling:** Services to help a student better identify and enhance his or her educational, personal, or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; utilize his or her abilities in formulating realistic plans; and achieve satisfying personal and social development. These activities take place between one or more counselors and one or more students as counselees, between students and students, and between counselors and other staff members.
  - a) To claim counseling as a support service, the counseling service must be funded with Migrant Education Program funds only and the service provided directly to Migrant Education Program students.
  - b) These counseling services are outside of the regular counseling provided to all district students.
- X – Social Work, Outreach or Advocacy, Nutrition, Health/Safety Education and Family Support Services:** Support services other than counseling funded by the Migrant Education program. Examples include health, nutrition, transportation, and related social services.

# Referred Service

*What is referred service?*

- \* Students who receive an educational or educationally related service funded by another non-MEP program/organization that they would not have otherwise received without efforts supported by MEP funds. **\*\*The referral must come from Migrant Education Program funded staff.**
- \* Referred Service SP Code: Z

# Referred Service SP Code

- \* **Z - Referred Service:** Students who receive an educational or educationally related service funded by a non-MEP program/organization and received due to the referral efforts of MEP staff.
  - a) Students must actually receive a service; the simple act of referral to another agency is not counted as a referred service.

# SP Codes

- \* A – Literacy Support
- \* B – Reading by Teacher
- \* C – Reading by Paraprofessional
- \* D – Math by Teacher
- \* E – Math by Paraprofessional
- \* F – Language Arts by Teacher
- \* G – Language Arts by Paraprofessional
- \* H – Science
- \* R – High School Credit Accrual
- \* S – Social Studies
- \* T – Other Academic Study Skills
- \* U – Career and Technical Education
- \* V – Preschool
- \* W– Counseling
- \* X– Social Work, Outreach or Advocacy, Nutrition & Health/Safety Education
- \* Z – Referred Services
- \* K – Targeted Instructional Service in a Schoolwide Program Where Migrant Education (Title 1-C) Funds Were Consolidated

# Sample Mass Withdrawal Report

## Alaska School District 2012-2013 Mass Withdrawal Report

Sh Seq	District Name	Facility ID	Student ID	Last Name	Last Name 2	First Name	Middle Name	Grade	Enroll Date	EOE Date	Eligible Code	Withdrawal Date	Term Code	Term Date	SP Codes
48100	Alaska School District	AKAKAK	0000001212	ADAMS		DREW	JAMES	12	8/21/2012	7/15/2015	E				
48101	Alaska School District	AKAAAA	0000145678	BAKER	SMITH	HANNAH	JEAN	5	8/21/2012	6/8/2014	E				
48102	Alaska School District	AKAKAK	0000222222	JONES		MICHAEL	HANS	PS		8/11/2015	E				
48105	Alaska School District	AKAKAK	0000111111	JONES		JOHN	PETER	00		6/1/2014	E				
48106	Alaska School District	AKAKAK	0000121212	KELLOG		CAMERON	SCOTT	1	9/15/2012	6/29/2014	E				
48192	Alaska School District	AKAAAA	0000333333	KELLOG		JACOB	GLENN	3	8/21/2012	3/23/2014	E				
48195	Alaska School District	AKBBBB	0000022552	LINNER		DAVID	HUGH	00		6/26/13	E				
48198	Alaska School District	AKAKAK	0000003131	LINNER		GREGORY	MARK	4	9/8/2012	5/29/2014	E				
48200	Alaska School District	AKAAAA	0000123456	MACK	COSTER	VICTOR	SAM	12	8/21/2012	7/04/2015	E				
48201	Alaska School District	AKAKAA	0000045454	MILLER		CAROL	JULIE	8	8/21/2012	6/08/2014	E				
48205	Alaska School District	AKAKBB	0000789456	SMITH		ANNE	MARY	7	8/21/2012	08/01/2014	E				

A report similar to this will be provided to all districts. With this list, districts will report all migrant SP services provided.



# Reporting SPs

- \* On April 16, 2013 each district should have received an Excel spreadsheet listing all migrant students enrolled in their district.
- \* On this list, SPs are to be reported for each student who received a **migrant-funded Title I-C** supplemental service during the regular school year.
- \* Services provided to migrant students during the summer will be reported on the Summer Withdrawal Report, which is due at the end of September.
- \* To enter an SP, simply enter the SP code in the SP Code column.
- \* Separate multiple SPs by a comma and a space. The SPs do not need to be listed alphabetically on the spreadsheet.

# Completed Mass Withdrawal Report

Sh Seq	District Name	Facility ID	Student ID	Last Name	Last Name 2	First Name	Middle Name	Grade	Enroll Date	EOE Date	Eligible Code	Withdrawal Date	Term Code	Term Date	SP Codes
48100	Alaska School District	AKAKAK	0000001212	ADAMS		DREW	JAMES	12	8/21/2012	7/15/2015	E	05/12/2013	G	5/11/2013	B
48101	Alaska School District	AKAAAA	0000145678	BAKER	SMITH	HANNAH	JEAN	5	8/21/2012	6/8/2014	E	05/12/2013			D, E, F
48102	Alaska School District	AKAKAK	0000222222	JONES		MICHAEL	HANS	PS		8/11/2015	E	05/12/2013			B
48105	Alaska School District	AKAKAK	0000111111	JONES		JOHN	PETER	00		6/1/2014	E	05/12/2013			A
48106	Alaska School District	AKAKAK	0000121212	KELLOG		CAMERON	SCOTT	1	9/15/2012	6/29/2014	E	05/12/2013			X
48192	Alaska School District	AKAAAA	0000333333	KELLOG		JACOB	GLENN	3	8/21/2012	3/23/2014	E	05/12/2013			A, C
48195	Alaska School District	AKBBBB	0000022552	LINNER		DAVID	HUGH	00		6/26/13	E	05/12/2013			C, D
48198	Alaska School District	AKAKAK	0000003131	LINNER		GREGORY	MARK	4	9/8/2012	5/29/2014	E	05/12/2013			
48200	Alaska School District	AKAAAA	0000123456	MACK	COSTER	VICTOR	SAM	12	8/21/2012	7/04/2015	E	05/12/2013	G	5/11/2013	R
48201	Alaska School District	AKAKAA	0000045454	MILLER		CAROL	JULIE	8	8/21/2012	6/08/2014	E	05/12/2013			C
48205	Alaska School District	AKAKBB	0000789456	SMITH		ANNE	MARY	7	8/21/2012	08/01/2014	E	05/12/2013			

The school district has entered all migrant supplemental program codes for the district. As a reminder, multiple SP codes are separated by both a comma and a space.

## How to read this report:

Drew Adams received a migrant-funded supplemental service; Reading by a Teacher. Drew graduated on 5/11/2013.

Hannah Baker received the following migrant-funded supplemental services; Math by a Teacher, Math by a Paraprofessional and Language Arts by a Teacher.

Anne Smith did not receive a migrant-funded supplemental service.

# PFS (Priority For Service)

## **PFS:**

If your district has students that have been identified as Priority for Service, you must ensure that these students have been provided with supplemental services to meet their needs. These services must be paid for directly from your Migrant Education Program funds. Please see the Alaska Department of Education and Early Development Migrant Education Harvest Manual (pages 86-88) for more information.

# What About Missing Students?

If, for some reason, your report is missing eligible migrant students, those students should be added to the bottom of the Mass Withdrawal report. Be sure to include their Alaska Student ID Number, School, Last, First, and Middle Name, as well as grade, enroll date, and any supplemental program codes.

# Review

- \* The Mass Withdrawal spreadsheet will be provided by MEO.
- \* All SP information must be entered electronically on the spreadsheet. (*We cannot accept MW reports with information handwritten in.*)
- \* Groups of SPs need to be separated by a comma and a space.
- \* Missing students should be entered at the bottom of the report.
- \* All completed reports must be submitted via e-mail to [kristine.gaffaney@alaska.gov](mailto:kristine.gaffaney@alaska.gov) no later than June 15, 2013.

# Questions

If you have questions at any point during the process, please feel free to contact Kristine Gaffaney in the MEO.

Kristine Gaffaney

907-465-5531

[kristine.gaffaney@alaska.gov](mailto:kristine.gaffaney@alaska.gov)